



# ***U.S. Army Contracting Command Europe***

## ***Contractor Manpower Reporting***



# ***Contractor Manpower Reporting***



- **7 Jan 05--Secretary of the Army issued memorandum “Accounting for Contract Services for FY 2005” to DA organizations, major Army Commands, and direct reporting activities requiring them to report contractor manpower used. The data reported will be used to support authorization of manpower resources.**
- **Since initial implementation, the Contractor Manpower Reporting (CMR) requirement has changed significantly.**
- **As of 23 February 2006, CMR applies to all contract service requirements.**
- **As of 3 Oct 2006, the Contracting Manpower Reporting Application (CMRA) website has been updated to allow users to enter their data directly into the new website. This is intended to improve the CMR process and make it easier for Contractors and Army personnel to enter/edit their data.**



# Contractor Manpower Reporting



- The new website for CMRA Version 3.0 is available at <https://cmra.army.mil>.
- Due to new security restrictions, all users will have to re-register on the new website even if they had previously registered on a previous version of CMRA. The registration process is illustrated in the new User's Manual on the new 3.0 website.
- Requiring activities have to budget and provide funding required to reimburse contractors for reporting expenses; estimate per contract = 20 labor hours, but actual amount depends on the complexity of the requirement, on the contractor's accounting system, and on whether the contractor has previously reported.



# Contractor Manpower Reporting



- Solicitations issued by Contracting Offices include a separate CLIN for CMR reporting purposes, but allow the contractor to either separately price the reporting requirement or to include it in overall contract price(s). The following language is incorporated in statements of work for all service contracts.

**CONTRACTOR MANPOWER REPORTING.** *The Contractor is required to report all Contractor manpower (to include subcontractor manpower) required for the performance of this contract. The contractor is required to completely fill in all the required fields in the reporting system using the following web address: <https://cmra.army.mil> The requiring activity will assist the Contractor with the reporting requirement as necessary. The Contractor may enter reports at any time during the reporting period, which is defined as the period of performance not to exceed 12 months ending 30 September of each Government fiscal year. Reporting must be completed no later than 31 Oct for every year or part of a year for which the contract is in place. Failure to comply with this reporting requirement will result in contract termination.*



# ***Contractor Manpower Reporting***



- **Contractors are entitled to reimbursement for reporting expenses. If funding is not available for CMR reporting, then requiring activities in cooperation with their resource management offices have to develop their best estimate and report the required data themselves.**
- **Requiring Activities/COR's have to assist or enter the required data themselves when contractors are experiencing problems with the CMR process. A user guide with detailed instructions is available at the CMR website (<https://cmra.army.mil>).**



# ***Contractor Manpower Reporting***



**The preferred method of data entry is for the requiring activities/COR's to enter the following data:**

- **1. Contract Number**
- **2. Delivery Order Number (if applicable)**
- **3. Task Order number (if applicable)**
- **4. Unit Identification Code of the Activity Requiring the Services**
- **5. Command**
- **6. Total Obligated Dollars**
- **7. Total Disbursements**
- **8. Contact Information**
- **9. Army Management Structure Code (AMSCO)**
- **10. Department Code**
- **11. Operating Agency**
- **12. Basic Symbol (BSYM)**
- **13. Fiscal Year Dollars**
- **14. Element of Resource**
- **15. Management Decision Execution Package (MDEP) (Contact your local RMO for current MDEP listing.)**



# Contractor Manpower Reporting



- **Add new contract information.** Enter basic contract information here. All fields require an entry, except that delivery and task orders fields require an entry as applicable.

**CONTRACT / COTR SECTION**

[Add New Contract Information](#) | [Add Fund Ctr Information](#) | [View/Edit Contract Information](#) | [View/Edit Fund Ctr Information](#)

**CONTRACT / COTR Input Form**

[CLICK HERE FOR A DESCRIPTION OF EACH ELEMENT YOU ARE ASKED TO INPUT BELOW](#)

**Contract Information**

Contract Number:  ?

Delivery Order Number:  ?

Task Order Number:  ?

Requiring Activity UIC:  ? locked

Command:  ?

Total Obligated Dollars:  ?

Total Disbursements:  ?

**Contact Information**

Contractor Company Name:

Contracting Officer First Name:

Contracting Officer Last Name:

Contracting Officer Phone Number:

Contracting Officer Email Address:

COR/COTR First Name:

COR/COTR Last Name:

COR/COTR Phone Number:

COR/COTR Email Address:



# ***Contractor Manpower Reporting***



- **Contract Number** – Enter the full number without dashes. DoD contract numbers are 13 characters long beginning with the six position DoDAAC assigned to the office issuing the contract, e.g., W912CM.
- **Delivery Order Number or Task Order Number** – Enter without dashes. Contracts may have multiple orders. Each order requires a separate entry. On the second input screen, click on the drop-down menu to select the order number for which you are entering data.
- **Total Obligated Dollars** – The total dollar amount obligated during the fiscal year at the delivery order or task order level.
- **Total Disbursements** – The total dollar amount paid during the fiscal year at the delivery order or task order level.





# Contractor Manpower Reporting



- **Requiring Activities/CORs must verify Unit Identification Codes(UICs) and Federal Service Codes (FSCs) to ensure that the data entered is correct.**
- **UICs are available at:**  
<https://contractormanpower.army.pentagon.mil/tasks/LKorganizationalcustomer2.cfm>
- **FSCs are available at:**  
[https://contractormanpower.army.pentagon.mil/tasks/lookup\\_fsc.cfm](https://contractormanpower.army.pentagon.mil/tasks/lookup_fsc.cfm)



# Contractor Manpower Reporting



## Standard Line of Accounting Data Elements

Example: 2172020 0000 0 B7 B7AF 13109663A91 21T2 2MNTBA TDY1234XX56X78 NTBA 2M 091089

Description	Data from Example	Length
<b>Treasury Symbol</b>		
Department Code (DP)	21	2
Fiscal Year (FY)	7	1
Basic Symbol (BS)	2020	4
Limit (LMT)	0	4
Program Year (PY)	0	1
<b>Operating Agency (OA)</b>	<b>B7</b>	<b>2</b>
<b>Allotment Serial Number (ASN)</b>	<b>B7AF</b>	<b>4</b>
Army Management Structure Code (AMSCO)	13109663A91	11
Element of Resource (EOR)	21T2	4
Cost Center Code (CCC)	2MNTBA	6
Standard Document Number (SDN)	For details, see DFAS-100-FY, Chapter 2F-SDN	14
Accounting Processing Code (APC)		4
DPI Code (DPI) (extension of APC)	NTBA	2
Fiscal Station Number (FSN)	2M	6



# ***Contractor Manpower Reporting***



- **After the requiring activities/COR's have entered the relevant contract information, contractors will provide the following data:**
  - **Contractor contact information**
  - **Direct labor hours**
  - **Direct labor dollars**
  - **Total dollar amount invoiced dollars to include non-labor requirements.**
  - **Location information**
- **Requiring activities/COR's shall assist contractors with reporting and ensure that reporting is completed by 31 Oct for the preceding FY.**



# ***Contractor Manpower Reporting***



- **CMR is not required for foreign military sales, civil works, utilities and construction.**
- **CMR guidance is available on the CMR website (<https://cmra.army.mil>). The Frequently Asked Questions posted on the website are updated periodically.**



## ***Contractor Manpower Reporting***



- **For additional information or when you experience problems with the CMR reporting, please contact the CMR helpdesk at [contractormanpower@hqda.army.mil](mailto:contractormanpower@hqda.army.mil) or by telephone at 001-703-377-6199.**



# ANY MISSION, ANYWHERE!



**Tell us what you think! On our web-based  
Interactive Customer Evaluation.**

**Go to: <http://www.hq.usacce.army.mil/>  
and click on the ICE icon.**